

# CITY OF DELTONA

CITY MANAGER'S OFFICE

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To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: July 13, 2013

## **Deltona Business Forum III – Update:**

As you are aware, the third Deltona Business Forum was conducted on June 21<sup>st</sup>. In total, there were 33 attendees. The guest speaker was Phil Ehlinger, former Director of the Volusia County Department of Economic Development. Jerry Mayes received several comments after the Forum that showed that Mr. Ehlinger's presentation was well received. The following is a list of new items received from the audience at the Business Forum:

- Activity in the Activity Center – theater opens in the Activity Center, now what? Restaurants? Retail?
- Cost of keeping Deltona decent – consider the lien structure for vacant homes;
- Adult beverage locations – review City ordinances and policies on businesses that serve alcohol;
- Expand public transportation – Votran routes to Activity Center, YMCA, along Howland Blvd.;
- Where is our City Center? Developing a downtown or development along Deltona Blvd. perhaps?

## **EVAC building next to Dewey Boster Park:**

City staff met with County staff regarding the transfer of ownership of the old EVAC building on Saxon Blvd. next to Dewey Boster Sports Complex to City ownership now that EVAC personnel are no longer using the facility. During this meeting, we also discussed the possibility of becoming a member of the County's Fuel Purchasing Cooperative/Consortium to take advantage of reduce charges for regular and diesel fuel, and looking for an additional site within the City to locate fuel tanks for fueling of City/County vehicles. Dave Denny will be working through the specifics on the transfer of ownership of the property, and developing an interlocal agreement for the location of another fueling site and the City's participation in the fuel purchasing cooperative, along with our Legal staff and County staff. More details will be provided to the Commission as we move along in this process.

## **Ongoing/Upcoming Events:**

- **Special City Commission Meeting** – Monday, July 16<sup>th</sup>, 6:00 p.m., Commission Chambers; Public Hearings for setting Tentative Proposed Millage Rate for FY 12/13, and Final Assessment Rates for FY 12/13 for Stormwater, Streetlighting and Solid Waste Assessments,

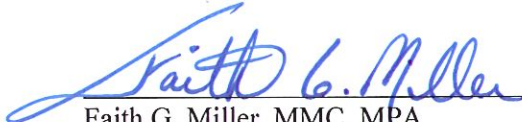
CITY MANAGER'S OFFICE

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Webpage: [www.Deltonafl.gov](http://www.Deltonafl.gov)

- **Regular City Commission Meeting** – Monday, July 16<sup>th</sup>, 6:30 p.m., Commission Chambers
- **Planning & Zoning Board Meeting** – Wednesday, July 18<sup>th</sup>, 7:00 p.m., Commission Chambers
- **Senior Breakfast** – Saturday, July 21<sup>st</sup>, 8:00 – 9:30 a.m., Deltona Community Center
- **Volusia League of Cities dinner** – Thursday, July 26<sup>th</sup>, 6:30 p.m., Hosted by the City of Edgewater
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.



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Faith G. Miller, MMC, MPA  
City Manager



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### CITY MANAGER'S OFFICE thru 07/13/2012

#### Communication:

- Completed logging new business contacts into an Outlook group for use by the Office of Economic Development (OED).
- Online research of cities that market sports complexes and tournaments.
- Working on additional page for the deltonameansbusiness.com website.
- Shot video at the July 4<sup>th</sup> Extravaganza.
- Taped for future broadcast the Commission Budget meeting on July 6<sup>th</sup>.
- Attended the Commission workshop and Visioning Session with Jerry Mayes to develop an Image Campaign for Deltona.
- Posted information to Facebook and Twitter live from the Extravaganza, as well as on the Lyonia Environmental Learning Center's August events, the City's Senior Breakfast, FDOT I-4 traffic information, Library workshops and the jazz concert.
- Updated DeltonaTV broadcast schedules for the week of July 15<sup>th</sup>.
- Updated DeltonaTV programming: UCF (Global Perspectives, MetroCenter Outlook, Arts Performances), White House Chronicle, VA Weekly/"Still Serving", University of Florida Environment Programming.
- Preproduction for July 4<sup>th</sup> Fireworks Recap PSA.
- Preproduction for National Night Out Advancer PSA.
- Preproduction for "Caribbean Crew July 4<sup>th</sup> Concert" program.

#### Media Relations:

- Provided information regarding Commission actions regarding the Ethics Pledge, and Dare Wear status to *Valerie Whitney/Daytona News Journal*.
- Assisted *Mark Harper/Daytona News Journal* in obtaining the audio from the July 6<sup>th</sup> Budget Meeting.
- Provided information regarding the amount of revenue generated by Code Enforcement fines, to *Al Everson/West Volusia Beacon*.
- Provided information regarding the purchase of property adjacent to Deltona Water, to *Al Everson/West Volusia Beacon*.
- Provided information regarding which Commissioners had signed the Civility Pledge, to *Al Everson/West Volusia Beacon*.

#### Press Release/s:

- Senior Breakfast



**Business Development:**

- Attended, as City Liaison, the regular quarterly meeting of the Deltona Economic Development Advisory Board (DEDAB). Each DEDAB Sub-committee made its presentation of quarterly report and each Sub-committee's report was accepted by DEDAB. Chairperson Bob Desmond will report to the City Commission on August 6<sup>th</sup>. There was a presentation of the response data from the Deltona Citizen's Survey that was conducted by the Office of Economic Development. This survey is being finalized and will be made available in the near future.
- Met with staff regarding the "Web Page/Data Link" on "Deltona Means Business", working toward a basic link that will allow developers and businesses to review commercial sites in Deltona that are available for development.
- Met with Doug Ross, President of Development, ICI Homes, to discuss the ICI Homes' ownership of land parcels to the immediate East of the Sterling Retirement complex, and their possible interest in development and/or sale of the property.
- Met with staff to follow up on the July 9<sup>th</sup> "Visioning for Deltona" Commission workshop. Items were prioritized, as generally indicated by the Commission, and staff is working to implement those items.
- Discussion with Stan Klos, developer, regarding his interest in development within Deltona. Mr. Klos was sent location data on the Activity Center area and will be sent more information once the type and scope of the planned development is determined.
- Attended a staff meeting for "City Branding" for Deltona. The concept fell into two categories, being (first and foremost at this time) SPORTS CITY, with soccer being the leading applicant. Second was MEDICAL CITY, based on the plans for future developments in the medical field. Once these applications are reworked and data is prepared, the applications will be submitted to management for review. Management will determine the mode and timing of the presentation to our City Commission.
- Attended the ribbon cutting for The Casita Shop, a new business located at 849 Deltona Boulevard.
- Visits with business owners and managers continued to take place along Deltona Boulevard (south end, working north), to gather basic information (including telephone numbers and e-mail addresses) so that a basic business contact directory will be available for City staff as well as other interested parties.
- Met with Jake Voll, owner/partner of SS&Si, and John Kizer, Volusia County Department of Economic Development. Assistance was provided to SS&Si as they start exporting their products. This will promote additional sales, which will enable SS&Si to hire additional staff.
- As City Liaison, attended the regular monthly meeting of the Medical Complex and Educational Campus Sub-committee. The guest speaker was Ted Young, of the Center for Business Excellence (CBE) who reviewed the data of the Deltona Citizen's Survey.
- As City Liaison, attended the regular monthly meeting of the DEDAB Sub-committee. The guest speaker was Cheryl Atkins, Grants Coordinator, who presented information on grants that are available for economic development.

**BUILDING & ENFORCEMENT SERVICES** thru 07/06/2012

**Building Services Division:**

Building Permits issued for the week.....	53
Valuation of work permitted for the week.....	\$485,872
Inspections completed for the week .....	72
Total Permits issued for Fiscal Year 11/12 .....	2320
Valuation of work permitted for the year 11/12 .....	\$18,173,476
Permits Issued:	
A/C Change Out .....	14
Building Residential.....	1

Concrete Flat work.....	1
Door Replacement .....	3
Driveway.....	1
Electrical .....	4
Fence.....	9
Glass Room.....	1
Photovoltaic .....	1
Reroof .....	10
Right of Way.....	1
Screen Enclosure.....	1
Shed .....	1
Water Heater Replacement .....	4
Window Replacement .....	1
Total .....	53

**Enforcement Services Division:**

Requests for services this week .....	257	
Animals impounded at the humane societies .....	17	
Citation warnings issued .....	28	
Courtesy notices .....	78	
Abatement notices .....	56	
Citations issued .....	1	
Code Enforcement telephone calls .....	115	
Animal Control calls .....	137	
Solid Waste calls .....	217	
Citizen walk in requests for Code Enforcement assistance .....	3	
Citizen walk in requests for Animal Control assistance .....	8	
Citizen walk in requests for Solid Waste assistance .....	5	
Properties requiring grass to be cut by contractors .....	40	(at a cost of \$1,400.00)
Certified mailings sent out .....	82	(at a cost of \$471.50)
Money collected for Animal tags, liens and return to owners .....	\$345	
Foreclosures for this week: Deltona	11	
County	<u>52</u>	
Total	63	

**CITY CLERK'S OFFICE** thru 07/06/12

2nd Floor HR/CC Walk-In Customers .....	59	
2nd Floor Calls Answered .....	13	
Packages Picked Up .....	0	
Packages Received .....	21	
A/P Invoices Opened .....	142	
Newspapers .....	18	(10 hours)
Public Records Requests Received .....	8	
Public Record Request Amount Received .....	\$22.24	
Documents Imaged, Pages .....	2,688	
Large Scale Drawings Imaged, Pages .....	0	



**FINANCE DEPARTMENT** thru 07/11/2012

- Continuing to work on FY 12/13 budget.
- Working with Grants/Parks/Stormwater for 5 year CIP plan for CDBG.
- Finance and Code/Solid Waste departments responded to 49 calls regarding the Solid Waste Assessment.
- Working on completing annual inventory and clean up in Munis.

**FIRE/RESCUE DEPARTMENT** thru 07/10/2012

**Deputy Chief Rogers:**

- Alarm summary 7/4/2012 thru 7/10/2012

Structure fire	2
Vehicle Fire	1
Wild land, grass	17
Misc. Fire	7
ALS Medicals	62
BLS & Misc. Medicals	56
Hazardous Condition	7
Service Calls	4
Good Intent	18
False Alarms	4
<b>TOTAL</b>	<b>178</b>

**Deputy Chief Rafferty:**

- Attended City Council Budget Meeting.
- Worked Battalion Coverage for Trinity Church Fire.
- P-25 Radio Training class.
- Held Transport Committee Meeting.

**David Faer, Public Education:**

- During the month of June, Fire Services Department organized 13 public education programs where we made contact with 445 adults and 466 children. 90 hands-on personnel hours were dedicated to these programs.

**HUMAN RESOURCES DEPARTMENT** thru 07/11/2012

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
  - 1<sup>st</sup> Floor lobby – (0) added
  - 2<sup>nd</sup> Floor lobby – (0) added
  - Total # of Deltona JOBS Program folders taken – (1212)
- Applications received:
  - (7) Parks Attendant
  - (1) Waste Water Operator
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Processed (1) FMLA action.
- Continuing to coordinate with the 50<sup>th</sup> Anniversary committee for November 16/17 events.

- Continuing to coordinate with Local 2913 to identify a viable date/time to continue with contract negotiations.
- Processing one ICMA loan application.
- Working on salary spreadsheet for Mercer Group's Compensation Study.
- Participated in 5 interviews with Parks & Recreation Department for Intermittent Facility Attendant position.

## **PARKS AND RECREATION DEPARTMENT** thru 07/07/2012

### **Administration:**

- Farmers Market: 2 vendors, 99 cars.
- Met with CDBG staff and Planning & Development to discuss park projects.
- Met with Jerry Mayes to discuss a vision of Deltona Sports Tourism.
- Met with Parks & Recreation Advisory Board members to discuss City business.
- Met with Youth Advisory Sub Committee members to discuss City business.
- Met with AMSCO representatives to discuss the air conditioning at City Hall.
- Met with Trinity Christian Athletic Director to discuss the upcoming football season.
- Processed 6 permits for pavilion rentals.

### **Facility Use Permits:**

• Deltona Community Center	3 permits issued	Weekly attendance	960
• Harris M. Saxon Community Center	4 permits issued	Weekly attendance	437
• Wes Crile Park	no permits issued	Weekly attendance	2,673
• Skate Park	8 new passes	Weekly attendance	563

### **Special Events/Programs:**

- Amphitheater:
  - 2012 Concert series: "Simulcast" with Scott MacKenzie from Mix 105.1 and Bob Frier from Fox 35 News scheduled for August 11<sup>th</sup>.
- Harris M. Saxon Community Center:
  - Boys and Girls Club summer camp continues.
- Wes Crile Park:
  - Deltona Tennis Association Summer camp continues.

### **City Leagues Currently Underway:**

- Men's league fall season will begin in September.

### **Partner Leagues Currently Underway:**

- FBVA summer season has started.
- West Volusia Youth Baseball All-star practices continue.
- Deltona Little League All-star practices continue.
- Deltona Adult Soccer (6v6) continues.
- Deltona Panthers football and cheer starts on August 1<sup>st</sup>.



**Parks Maintenance:**

*Weekly tasks include opening all the parks in the morning; cleaning restrooms, picking up trash and emptying containers at all parks and facilities; picking up trash around all pavilions; taking goods to storage, including seasonal items; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance, replacing any damaged paper towel and toilet paper dispensers.*

- Mowed, edged and weed-whacked: Dupont Lakes, Lake Gleason, Veterans Memorial and Wes Crile.
- Dewey Boster – Trimmed trees in walkway from Pony League area to the bridge.
- Festival Park – Replaced door locks and door stops in restrooms; reset benches that were overturned.
- Lake Gleason – Painted pavilion and restroom.
- Manny Rodriguez – Re-installed trash can to post near playground.
- Wes Crile – Replaced basketball court nets on outside courts; secured bolts on backboards in gym.
- Miscellaneous
  - Picked up supplies at Ace Hardware.
  - Took tables, tents, coolers and wheelchair to Dewey Boster for July 4<sup>th</sup> event, and later returned them to City Hall.
  - Assisted with park cleanup after 4<sup>th</sup> of July event.

**City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:**

*Weekly janitorial service includes cleaning the Fire Station and inspecting Sheriff's building; opening and closing City Hall; vacuuming the chambers and other areas; emptying trash and recycled bins from DSC classrooms and all City departments; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replenishing restroom supplies throughout the entire building; replacing soap dispensers; cleaning all restrooms (floors, toilets, sinks, etc.); unclogging various toilets in restrooms on both floors; unclogging water fountains; replacing light bulbs throughout the building, courtyard and walkway; replacing restroom fresheners and batteries; moving or assembling furniture for various departments; hanging pictures (as requested) throughout City Hall; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubbery; walking the grounds and picking up trash; emptying all trash receptacles outside; sweeping sidewalk; cleaning front of building, retrieving supplies from storage at various times, polishing the elevator; delivering packages and heavy boxes to departments.*

- Mounted electrical and riser room signs throughout the building per Fire Inspector.
- Escorted Air Mechanical.
- Set up first floor classroom for Human Resources.

**Sports Turf Maintenance:**

- Normal routine maintenance at:
  - Dewey Boster Sports Complex
  - Baseball and Pony League Fields
  - Vann Park
  - Dupont Lakes
  - Wes Crile Park
  - Fertilized Dupont Lakes with TB3 fertilizer and Acephate insecticide.
  - Fertilized Wes Crile, Campbell and Vann Parks with TB3 fertilizer.
  - Replaced irrigation valve at Campbell Park.
  - Sprayed clay at Wes Crile with Glyphos Plus herbicide.
- Sports Complex:
  - Spot sprayed complex with Echelon.
  - Sliced complex for increased growth.
  - Applied humic acid.



## **PLANNING & DEVELOPMENT SERVICES** thru 07/12/2012

### **Executive Summary:**

The staff reports for the Future Land Use Map amendment and rezoning (to facilitate commercial uses) for three parcels which total over four acres near Pine Ridge High School, have been finalized and disseminated to the Planning and Zoning Board to be heard at their July 18<sup>th</sup> meeting. A revised Deltona Village Final Plat was submitted on July 6<sup>th</sup> and is scheduled for the July 16<sup>th</sup> Commission hearing, and the Dunkin Donuts Final Site Plan is scheduled for the August 6<sup>th</sup> Commission meeting.

### **Planning:**

The Planning section is completing efforts on the draft Findings of Necessity for the proposed CRA. There is anticipation that a draft will be available for internal, administrative review next week. Planning staff continues to work on the next round of revisions to the City Land Development Code with the goal of prioritizing certain amendments and presenting them to the Commission for their consideration sometime in the last quarter of 2012. The City just received a revised site plan for the Primera Iglesia Bautista de Deltona (house of worship on Doyle Road).

### **Housing & Community Development:**

The Community Development section is in the process of preparing the Community Development Block Grant (CDBG) Annual Action Plan. The Plan will be presented to the Commission on August 6<sup>th</sup>. The Annual Action Plan lists all of the proposed activities to implement in FY 2012/13, including public services, public works and parks projects.

There are five homes within the NSP 1 program that have not been sold, nor are they under contract for sale. Staff will continue to work on selling the remaining NSP 1 dwellings, including investigating ways to enhance the saleability of these homes. Under NSP 3, the City has sold one home, has a contract on another, and has just listed a third home for sale. Finally, the City is in the process of purchasing more homes through the NSP 3 program with the intent of achieving home acquisition goals.

## **PUBLIC WORKS** thru 07/06/2012

### **Traffic Operations:**

*Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.*

- **Signs:**
  - Completed 5 sign repair work tickets in the City.
  - Fabricated & installed 24 new street name signs.
  - Fabricated 6 “30 mph” signs.
  - Installed 2 “30 mph” signs.
- **Asphalt:**
  - Completed 6 asphalt work tickets – 4 tons.
- **Speed Trailer:**
  - Bladon Av – was installed on June 27<sup>th</sup> and removed on July 2<sup>nd</sup>.
  - 1383 Freeport – removed speed trailer.
- **Message Board:** Installed message board for 4<sup>th</sup> of July event and also for Concert at the Amphitheatre.

### **Field Operations:**

*Weekly tasks include evaluating work orders called in by residents.*

- **Beautification:**
  - Medians:
    - Normandy Blvd – routine maintenance.
  - City Signs: Saxon Blvd.
  - Misc: mowed Saxon Blvd & I-4 ramps; Public Works Depot.
- **Concrete:**
  - Sidewalk repairs – 1678 Brentlawn – 4'x 4'; 1113 Page Dr E – 4'x 4' & 9'x 4'; 1105 Page Dr E – 10'x 4' & 4'x 4'.
- **Clam Truck:**
  - Debris – 26
  - Trimming – 11
- **Drop Offs:** 99 Ft Smith Blvd.

**Fleet Maintenance Division:**

- |                              |        |              |
|------------------------------|--------|--------------|
| • Vehicles                   | PM – 2 | Repairs – 7  |
| • Equipment                  | PM – 1 | Repairs – 13 |
| • Road Calls                 | 1      |              |
| • Parts Run/Vehicle Delivery | 2      |              |

**Stormwater Division:**

*Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.*

- **Construction Crew:**
  - Bayon retention pond – poured 2 concrete spillways; pulled form boards; put concrete in front of spillways.
  - 1933 Monterey – filled in washouts; placed sod; completed reshaping ditch.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Ponds mowed – 2056 Courtland; 2808 Huron; 3081 Courtland; 2876 Slater; 201 Howland; 2307 Greenwood.
  - Ditches mowed – 1942, 1896, 1810, 1782 Concert; 2149 Vance; 2293 Asbury; 1660 Dublin; 2348 Statler; 1583 Carmona; 2280, 2160 Clearwater; 815 Trumbull 1102 Sherbrook; 1263 Seybold; 1770 Amero; 1728 Bayon; 1961 Chapel; 1945, 1977 Acadian; 1860 Tanner; 1910 Lehigh; 1909 Coble; 825 Lehigh; 3281 Lackland; 3221 Elkcam; 3202 Tulsa; 2664 Hoover; 3089 Riverhead; 2657, 2617 Courtland; 2972 Windsor Heights; 2848 Jewel; 2800 Elston; 2765, 2897 Huron; 3110 Dow; 2801 Belkton; 3180, 3271, 3280 Utah; 2860 Flynn; 2579 Beckwith; 1770, 1885 Montecito; 1750 Johnson; 2561, 2370 Alton; 1817 Ulster; 1947 Quintillis; 2491 Candlewick; 221 Kent; 2553 Delaware; 1310 Portillo; 1041 Eastbrook; 2138 Normandy; 1379 Gainesville; 1561 Trinidad; 2152 Vance; 2808 Elston.
- **Right of Way Mowing Crew:**
  - Main Roads mowed – Montecito; Ft Smith; Catalina; Haulover; Captain; Tivoli.
  - Sectors mowed – 22; 23; 24; 25; 26.
  - Alleys mowed – 500.
- **Right of Way Litter Crew:**
  - Main road trash pickup – India; Courtland; Newmark; Humphrey; Elkcam.
- **Misc:**
  - 788 Chippendale St – mowed ROW.
  - Ledford property – filled the bags around trees with water.
  - City Wide – inspected all pump stations and the outfall structures.
  - 1069 Norwood; 1638 Bloomfield – mowed around pump station.



- Deltona Blvd – edged curbs and sidewalks.
- 1485 Gainesville – mowed around lift station.
- 185 Sheryl Dr – mowed the approach to the water control structure.

**UTILITIES** thru 07/08/2012

**Customer Service**

<b>July 2012</b>	<b>Total week ending 7/8/12</b>
DW – Lockbox	2580
Ebox	1595
Call Center Calls	2164
Walk-ins/Drop Box	1326
On-line Payments	1214

**Customers Disconnected for Non-Pay**

<b>July 2012</b>	<b>Total week ending 7/8/12</b>
Total on Disconnect List	
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

**Construction Log & Service Orders**

<b>July 2012</b>	<b>Total week ending 7/8/12</b>
Water Service	
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	1
Fire Hydrant Repair	
Replace Meter Box	7
Locates Received	35
Locates Completed	36
Main Leaks	1
Service Leaks	4
Sewer Repairs	1
Sewer Blockage	3
KV2 Valves	4
Service Replacements	2
Meter Change Outs	18
Service Orders	384
Disconnects	
Drainfield Leaks	
Meter Retirements	29